

**EPA 2018 Linear Feet of Records Survey
August 2018**

	Michael Klotz	Shalya Patillo	David Hoff	Kristina Sandfoss	Shawn Stingel	Bess Gordon	Miriam Wiggins-Lewis	Carlene Godfrey	Lena Ferris
	klotz.michaelk@epa.gov	Patillo.Shayla@epa.gov	hoff.david@epa.gov	Sandfoss.Kristina@epa.gov	Stingel.Shawn@epa.gov	Gordon.Bess@epa.gov	WigginsLewis.Miriam@epa.gov	Godfrey.Carlene@epa.gov	Ferris.Lena@epa.gov
	Region 3	Region 4	Region 5	OARM	OAR	Region 9	OW	OCFO	AO
Total linear feet of paper records currently in your program or region(Office space, file cabinets and boxes, file rooms, on-site records centers, etc.)	19000.00	10870.00	14666.00	20556.00	6522.00	14128.00	466.00	2040.00	2000.00
Total linear feet of TEMPORARY (based on the appropriate records schedule) paper records currently in your program or region	17540.00	1645.00	15114.00	19801.00	4673.00	7120.00	305.00	1911.00	1000.00
Total linear feet of PERMANENT (based on the appropriate records schedule) paper records currently in your program or region	1320.00	9225.00	11247.00	755.00	1849.00	7008.00	85.00	69.00	1000.00
Total linear feet of TEMPORARY (based on the appropriate records schedule) paper records currently in offsite storage (not FRC)	0.00	0.00	7773.00	6791.00	0.00	0.00	20.00	0.00	0.00
Total linear feet of PERMANENT (based on the appropriate records schedule) paper records currently in offsite storage (not FRC)	0.00	0.00	6893.00	1949.00	0.00	0.00	0.00	0.00	0.00
What was the approximate linear feet of new paper records received by your program or region in the past 6 months?	581.00	Unknown	N/A	150.00	N/A	2119.00	0.00	195.00	100.00
Comments/Questions?	Respondent skipped this question	N/A	Results for Region 5...Item 6 is impossible to calculate at this time. TQ	OARM CINTI contractor storage reported as off-site storage; OARM RTP manages contract for NARA certified off-site storage for RTP OGC (5248.5ft), ORD(5101.5ft), OAR(1119ft), OCFO(5248.5ft) - not included in my totals - and they are undergoing review of records eligible for destruction; OAM project incorporating record keeping requirements into EAS to produce no more paper records in 2019.	Respondent skipped this question	The numbers are rough estimates.	Respondent skipped this question	N/a	Respondent skipped this question

Total

Terrence Ferguson	Mahri Monson	Brian Devir	Yvette Whitmire	Leticia Lane	Denise Adams	Grant Adams	Inga Barnett-Owens	Porscha Chambers-Guzman	Billy Eason
Ferguson.Terrence@epa.gov	Monson.Mahri@epa.gov	devir.brian@epa.gov	whitmire.yvette@epa.gov	lane.leticia@epa.gov	Adams.Denise@epa.gov	Adams.Grant@epa.gov	Barnett-Owens.Inga@epa.gov	Chambers-Guzman.Porscha@epa.gov	eason.billy@epa.gov
OLEM	OGC	ORD	Region 10	Region 6	OCSPP	Region 8	OITA	OECA	OIG
7195.00	1519.00	14764.00	15656.00	10390.00	3420.00	14049.5			
5552.00	1519.00	10704.00	10642.00	We do not have any quick way to identify this information.	1500.00	9356.90			
1643.00	0.00	4060.00	1294.00	We do not have any quick way to identify this information.	1200.00	4692.60			
0.00	0.00	4886.00	None to my knowledge	26587.00	1000.00	Respondent skipped this question			
0.00	0.00	1124.00	None to my knowledge	NARA was unable to provide a total of permanent records at this time. We do not have any records stored at any off-site location.	400.00	Respondent skipped this question			
344.00	76.00	200.00	Unknown	I did not track the received totals, however, I can confirm that we processed 440 linear feet of infilling and prepared 3751 new files between January and June 2018.	1000.00	500.00			
These figures are rough estimates for OLEM. Of these numbers these are the Superfund records based on the numbers in this survey: 1. 1557 2. 1090 3. 467 4. 0 5. 0 6. 50	OGC	3400 of the reported linear feet of offsite temporary records in RTP were not broken down between temp/perm, so some of that 3400 will actually be perm.	Due to time constraints totals are purely estimates. Program offices have limited knowledge to answer data call	N/A	Respondent skipped this question	Respondent skipped this question			

Linda Timander	Chandra Kennedy	Jolleen Kieslich	Cathy McGuire	Margo Palmer	Total
timander.linda@epa.gov	Kennedy.Chandra@epa.gov	Kieslich.Jolleen@epa.gov	McGuire.Cathy@epa.gov	palmer.margo@epa.gov	
Region 2	OCFO	Region 7	OEI	Region 1	
41472.10		8669.00	1032.00	16575.00	210940.10
18,451.15		16589.00	1000.00	5617.50	131589.40
23,020.95		13108.00	32.00	10957.00	69544.60
0.00		0.00	1158.00	0.00	48215.00
0.00		0.00	none	0.00	10366.00
unknown		275.00	not sure	58.00	N/A
This is an very rough estimate of paper records in Region 2. Not all offices responded despite many attempts to gather the information. Most offices responded with the total number but many did not provide information about their permanent records.		Respondent skipped this question	Some cabinets were locked and could not determine if the records were permanent or temporary.	This is Region 1 data.	
Also, the majority of these files are Superfund related: Superfund total linear feet = 20,799 Superfund permanent linear feet = 20,039					470655.10